



**LEICESTERSHIRE SECONDARY EDUCATION AND INCLUSION  
PARTNERSHIPS**

**STUDENTS ON PLACEMENTS IN SETTINGS OTHER THAN SCHOOLS –  
DESIGNATED SAFEGUARDING LEADS AND SINGLE CENTRAL  
RECORDS**

**ALL PARTNERSHIPS FOLLOW THESE ROUTINES.**

1. Students are only placed in settings that are registered with Leicestershire Education and Business Company (LEBC). You can find out about LEBC by clicking here <https://www.leics-ebc.org.uk/about-lebc>
2. LEBC carries out an annual audit on behalf of the Partnerships. This audit is triggered by the first placement of a student any of the Partnerships makes at the start of each year.
3. The audit includes a check to ensure that the Provider has a single central record and a Designated Safeguarding Lead. In addition these audits:
  - a. Ensure that Providers are aware of and understand the rules about the need to register as a school if working with students for a significant proportion of their education time.
  - b. Ensure that Providers have appropriate insurances and proper health and safety arrangements in place.
4. Each time a Partnership places an individual student with a provider they register this with LEBC. The Partnership also checks for each new placement that all staff have up to date DBS checks. This ensures that :
  - a. There is a direct link to the student’s Partnership records to show that the provider has been checked by LEBC for safeguarding, insurances and health and safety.
  - b. The Partnerships are therefore able to provide schools with an evidence trail to show that they are satisfied that requirements for safeguarding have been met in full, student by student. Partnership Co-ordinators are aware that they may be contacted by schools undergoing Ofsted Inspections and asked to provide information to demonstrate this.
5. There is a mechanism for ensuring that the Partnerships pay a fair share of the cost of LEBC’s audit service based on the number of students placed with providers. (This is currently around £40 per placement)
6. In addition the Partnerships:

- a. Hold at least one meeting each year for all the Providers they work with. Working with the LA the Partnerships have ensured that Providers can access county DSL training and secure certification.
- b. Carry out Quality Assurance Visits using an agreed framework. The reports are shared across the five partnerships, are held in a secure area of the Partnership web site and can be accessed swiftly by Co-ordinators on request of schools.
- c. Have a process in place to ensure that individual students are effectively inducted when they first start a placement. This pays particular attention to issues such as who is the DSL and what a student should do if they feel unsafe.

### **IMPORTANT ADVICE TO SCHOOLS**

7. If you make your own arrangements for placing students in “settings other than schools” you are advised to follow the procedure described above – working directly with LEBC and paying the necessary fee per student placement.
8. Detailed Guidance for schools to ensure that they are “Ofsted ready” is available on the SEIPS SCHOOLS AND OFSTED page on our web site.
9. Advice for schools wishing to place pupils independently at Alternative Settings is available on the Page SCHOOLS AND APS

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